

Job Description

Position: Research Coordinator (Social & Emotional Distress)

Type: Part-time, Temporary (1 year; potential to renew)

Hourly Rate: \$30.00 / hour

Hours: 14 hours / week

Start Date: 1 June 2022

End Date: 31 May 2023

Location: Remote, Within Canada

Schedule: Flexible (Must be available for regular meetings 9am – 5pm Pacific Time, M-F).

Application Deadline: 15 May 2022

About The Health Ecologies and Lifestyles Lab (HEAL)

The Healthy Ecologies and Lifestyles Lab (HEAL) is a social and behavioural epidemiology lab led by [Dr. Kiffer Card](#) in the Faculty of Health Sciences at Simon Fraser University. In partnership with the [Mental Health and Climate Change Alliance](#) and [The Institute for Social Connection](#), HEAL currently leads research projects focused on the upstream social-ecological determinants of health, happiness, and wellbeing – with an emphasis on addressing psychological and emotional distress associated with public health crises, which include climate change, loneliness, substance use, and economic turmoil.

Duties

HEAL is recruiting a highly-organized, detail-oriented, and enthusiastic individual as a Research Coordinator to work on projects related social and emotional distress. The Research Coordinator will be responsible for the following duties:

- Provide administrative and project management support for HEAL projects;
- Plan, schedule, facilitate, and attend HEAL team meetings, meetings with stakeholders, and qualitative research activities.
- Develop and implement project management plans and processes.
- Participate in qualitative research activities as an interview facilitator.
- Manage communications for HEAL and The Institute for Social Connection.
- Contribute to the intellectual expertise, development, and workplace culture of HEAL.
- Conduct literature searches, evidence gathering, and evidence syntheses.
- Solicit, collate, and implement feedback on research products (e.g., grants, manuscripts, presentations, lay reports) received from collaborators and stakeholders.
- Provide English-language editing for all HEAL research products and support submission/dissemination of results (e.g., grants, manuscripts, presentations, reports).

Qualifications

- Completion of a Bachelor's (B.Sc. or similar) degree in health sciences, statistics, computer science, or a related area (e.g., Public Policy, Social Work, Sociology, Anthropology); Preference will be given to current SFU M.Sc. and Ph.D. Students.
- Demonstrated expertise and passion for understanding the health and social impacts of loneliness, social isolation, and social connection.
- Demonstrated proficiency in written and oral communication.
- Demonstrated proficiency in stakeholder consultation and team management.
- Demonstrated proficiency in project planning and management.
- Demonstrated proficiency in administrative tasks (e.g., budgeting, human resources).

Core Competencies

The Research Coordinator will also demonstrate the following behavioral competencies:

- **Relationship Building** is working to build or maintain ethical relationships or networks or contacts with people who are, or may be, potentially helpful in achieving work-related goals and establishing advantages. These people may include customers, clients, counterparts, and colleagues.
- **Engaging External Partners** is the ability to identify and involve external stakeholders in order to foster long term partnerships.
- **Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous people and members of other equity-seeking communities. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview, and the culture of SFU, and to notice their commonalities, and distinctions with other cultures and worldviews – particularly those of Indigenous peoples. It is recognition of the ways that personal and professional values may conflict or align with those of these communities. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.
- **Information Seeking** implies going beyond the questions that are routine or required in the job. It may include “digging” or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental “scanning” for potential opportunities or miscellaneous information that may be of future use.
- **Problem Solving and Judgement** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.

How to apply

Please email your application to kcard@sfu.ca. All applicants are required to provide (1) a cover letter (≤ 2 pages), (2) resume/curriculum vitae, and (3) writing sample. The writing sample must include quantitative or qualitative data analysis independently conducted by the applicant. These materials will be used to invite applicants to participate in our multi-stage hiring process.

Invited applicants will be required to:

- (1) **Participate in a 45-minute interview over Zoom.** If you are selected to complete an interview, you will receive \$25 CAD as compensation for your time. During the interview, we will ask you to describe experiences that demonstrate your suitability for this position;
- (2) **Complete a competency evaluation.** If you are selected to complete a competency evaluation, you will receive \$150 CAD as compensation for your time. The competency evaluation will ask you to develop a project plan based on a research proposal provided by us;
- (3) **Provide contact information for two references.** If you are selected as a finalist for the position, we will request contact information for two references. Please provide their name, your relationship to them (including the duration of your relationship), and their email address. We encourage you to seek out references who have a broad understanding of your expertise. These may include peers, colleagues, current/previous supervisors, or former subordinates. You should not select individuals as references if you have a supervisory relationship over them.

Equity and Diversity

Simon Fraser University is an institution whose strength is based on our shared commitments to diversity, equity and inclusion. Diversity is an underlying principle of our Strategic Vision, which pledges SFU to “foster a culture of inclusion and mutual respect, celebrating the diversity reflected among its students, faculty staff and our community.” SFU is committed to ensuring no individual is denied access to employment opportunities for reasons unrelated to ability or qualifications. Consistent with this principle, SFU will advance the interests of underrepresented members of the work force, specifically Indigenous peoples, persons with disabilities, racialized persons and women; embrace gender and sexual diversity; ensure that equal opportunity is afforded to all who seek employment at the University; and treat all employees equitably. Candidates that belong to underrepresented groups are particularly encouraged to apply. We encourage applicants belonging to these underrepresented groups to self identify in their application materials.